


<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES 1 10									
2. AMENDMENT/MODIFICATION NO. 1		3. EFFECTIVE DATE 05/16/2016		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)									
6. ISSUED BY REGION 2 US ENVIRONMENTAL PROTECTION AGENCY 290 BROADWAY NEW YORK NY 10007-1866		CODE R2		7. ADMINISTERED BY (If other than Item 6)  		CODE									
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO. SOL-R2-16-00003											
				x 9B. DATED (SEE ITEM 11) 04/29/2016											
				10A. MODIFICATION OF CONTRACT/ORDER NO.											
				10B. DATED (SEE ITEM 13)											
CODE		FACILITY CODE													
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>															
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.															
12. ACCOUNTING AND APPROPRIATION DATA (If required)															
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>								CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)
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	D. OTHER (Specify type of modification and authority)														
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.															
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)															
ERRD RECORDS MANAGEMENT SUPPORT SERVICE CONTRACT The purpose of Amendment 1 to Solicitation #SOL-R2-16-00003 is to provide answers to the questions received from interested parties. Please see continuation pages for the EPA's responses to the questions. Please note that an attachment entitled, "Updated Instructions, Clauses, and Provisions" is included with this amendment and Attachment 4 (Price Schedule) of the solicitation has been revised and included as well.  The proposal due date and time has been extended to May 31, 2016 at 1500 ET.															
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.															
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)											
				Jeannie Tung											
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED									
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 05/16/2016									

**Questions from Contractors and Answers Provided for  
Solicitation #SOL-R2-16-00003**

1. Where should we add representations and certifications documents as Price Proposal shall be submitted in EXCEL?

**Answer:** Please see bullet #5 of the Instructions to Offerors in the attachment entitled, “Updated Instructions, Clauses, and Provisions” for revised submission requirement for the Price Proposal.

2. Should we add narrative in the Attachment 4 – Price Schedule worksheet?

**Answer:** See answer to Question 1.

3. Is it a best value award?

**Answer:** Yes. Please refer to FAR 52.212-2 on (page 67) of the solicitation, which describes the factors that will be utilized to evaluate offers.

4. Can you please extend the due date by 2 weeks from the current due date?

**Answer:** The date for receipt of offers has been extended to May 31, 2016. See blocks 11 and 14 of Standard Form 30 for Amendment 0001 to the solicitation.

5. Can you please provide on-site visit?

**Answer:** As stated in the “overview” to the pre-solicitation and solicitation notices found in FedConnect, “no pre-proposal site visits will be scheduled as all necessary information is provided in the Performance Work Statement (PWS).”

6. On average, how many documents are prepared per month for Task C.1, Document Preparation for the Support of Superfund Enterprise Management System – Records Management (SEMS-RM) Functions, described in the PWS?

**Answer:** Approximately 7,500.

7. Is U.S. Citizenship required for all the contractor’s personnel?

**Answer:** No. Please see Attachment H (Agency Personal Verification Procedures for Contractor Personnel) of the PWS for information regarding foreign national contractor employees.

8. How many FTEs are required?

**Answer:** The EPA is not dictating how many FTE are required. However, Offerors will be evaluated on their Management Approach to staffing the contract (Technical Factor 1: Management Approach, Subfactor a: Staffing Plan on page 67 of the solicitation).

9. Can you provide the names and titles of the FTEs working on the current contract?

**Answer:** The titles of the contractor employees working on the current contract are the same as the titles in the solicitation and Attachment 4, Price Schedule. Please refer to FAR 52.222-17 Nondisplacement of Qualified Workers (incorporated by reference) regarding the requirement to provide a certified service employee list, with anniversary dates of employment, to the successor contractor. For your convenience, a link to the clause is provided at <https://www.acquisition.gov/?q=/browse/far/52>

10. Do the current titles match up with the titles in the price schedule?

**Answer:** Yes.

11. Which ones are Wage Determination titles?

**Answer:** Librarian, Library Technician, and General Clerk I (Document Conversion Clerk) are the titles from the wage determination.

12. What is the service date for each of the team members?

**Answer:** See answer to Question 9.

13. Are bidders required to utilize the rate schedule found within the wage determinations for NY and NJ for each of the 3 labor classes identified in the bid documents (e.g., Librarian, Librarian Technician, General Clerk I)?

**Answer:** Yes. Please refer to FAR 52.222-41 Service Contract Labor Standards (incorporated by reference) regarding applicability of the wage determinations to the resulting contract. For your convenience, a link to the clause is provided at <https://www.acquisition.gov/?q=/browse/far/52>

14. Should the minimum wage at either location of work (NY and/or NJ) be increased to \$15/hour and the wage determination rate for the General Clerk I is still below \$15/hour, will additional funds be allocated to the contract to cover the additional labor and benefit costs?

**Answer:** Please refer to FAR 52.222-43 Fair Labor Standard Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (incorporated by reference) regarding the applicability and timing of price adjustments in the resulting contract. For your convenience, a link to the clause is provided at <https://www.acquisition.gov/?q=/browse/far/52>

15. Can bidders attend a walkthrough of the records center facilities at 290 Broadway, NY, NY and 2890 Woodbridge Avenue, Edison, NJ?

**Answer:** See answer to Question 5.

16. Does the EPA wish to provide the bidders the educational and experience requirements for the Librarian, Library Technician, and Document Conversion Clerk (General Clerk I) positions?

**Answer:** No. The EPA will not provide educational and experience requirements for the above-mentioned positions.

17. Does the EPA want the bidders to determine educational and experience requirements?

**Answer:** The EPA provided the minimum qualifications for the Project Manager position (see Attachment 1 of the solicitation). For all other positions, it is expected that offerors shall determine the necessary educational and experience requirements of personnel in order to successfully perform the requirement outlined in the PWS.

18. On page 16, FAR 52.212-1 Instructions to Offerors - Commercial Items. (OCT 2015), 7 items are listed. Item number (5) is not present. Is there an item number (5)? Please clarify.

**Answer:** Please see corrected FAR 52.212-1 in the attachment entitled, "Updated Instructions, Clauses, and Provisions".

19. On page 16, FAR 52.212-1 Instructions to Offerors - Commercial Items. (OCT 2015), 7 items are listed: item (4) states that the offeror must show (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (FEB 2012) (Pub. L. 109-282) (31 U.S.C. 6101 note). Is the Government seeking for the Offeror to state that they will meet the requirements of the Reporting Executive Compensation and First-Tier Subcontractor Awards or is the Government asking how the Offeror will meet them? Please clarify.

**Answer:** The reference to 52.204-10 is no longer in the corrected provision. Please see answer to Question 18.

20. Section J is referenced on pages 50 (contract level invoicing) and 71 (Client Authorization Letters); however, there is no Section J in the solicitation. Will the Government be providing Section J or is the table on page 73, EPA-J-52-101 constitute Section J as it references the attachments, including Attachments 5, 6, 7 and 8? Please clarify.

**Answer:** The reference to Section J in the solicitation has been replaced with EPA-J-52-101. Please see updated EPAAR 1552.232-70 and EPAAR 1552.215-75 in the attachment entitled, "Updated Instructions, Clauses, and Provisions".

21. The Past Performance Questionnaire (PPQ) is referenced on page 71, “The Past Performance Questionnaire identified in section J will be used to collect information on an offeror's performance...”. Will the Government be using the PPQ, as a guide, when contacting references or should the Offeror provide it to the reference, as Section (e) on Page 71 only states that the Client Authorization Letter should be provided to each reference? Please clarify.

**Answer:** See updated EPAAR 1552.215-75 in the attachment entitled, “Updated Instructions, Clauses, and Provisions”. Offerors must send the Client Authorization Letters as instructed in paragraph (e) of EPAAR 1552.215-75. The Client Authorization Letter references that the Past Performance Questionnaire is attached to the Client Authorization Letter. Therefore, offerors should include the Past Performance Questionnaire as an attachment when the Client Authorization Letters are sent.

22. Section (g) on page 71 references the evaluation factors in Section M; however, the solicitation does not include a Section M. Will the Government be providing Section M or should the evaluation factors presented, starting on page 67, be used? Please clarify.

**Answer:** See updated EPAAR 1552.215-75 in the attachment entitled, “Updated Instructions, Clauses, and Provisions”. The reference to Section M is replaced with FAR 52.212-2. The evaluation factors are provided in FAR 52.212-2.

23. PWS (C) (12) states, “Provide on-site technical support for SEMS-RM; coordinate with SEMS developers, RTP and Region 2 LAN administrators to ensure continued smooth operation of the system; work with SEMS staff to resolve any problems/bugs in the code and develop enhancements to SEMS-RM.” The Price Schedule, Attachment 4, does not include an IT position that can meet these requirements. How does the Government propose that the offeror meet this requirement, as SCA position descriptions do not include information technology knowledge and/or understanding? Please clarify.

**Answer:** Contractor staff provides technical support as the “user” of the SEMS-RM system and follows directions, user acceptance testing (UAT) and other instructions given to them by “SEMS developers, RTP and Region 2 LAN administrators” in order to assist with testing and/or resolving system problems/bugs. The contract does not require an IT position. The IT work will be handled by others (such as SEMS developers, RTP and Region 2 LAN administrators.)

24. The price schedule, Attachment 4, indicates 2,000.0 productive hours per employee, which reflects total, calendar business hours, less 10 holidays ( $2080 - 80 = 2000$ ), but does not include sick or vacation. Is it the Government's expectation that more than one full-time person will be required to meet a contract requirement of 2,000 contract hours or is the 2,000 a total for estimation purposes only and reflect a single, full-time employee? Please clarify.

**Answer:** The 2,000 hours is for estimation purposes only; the Government is not dictating how many FTE are required. Offerors have been instructed to submit a staffing plan that shows how they propose to staff the contract to perform the estimated hours listed in the

Price Schedule. Additionally, offerors have also been instructed to submit written narrative on how the proposed personnel will provide coverage for the Pre-Remedial Record Center.

25. Page 4, FIXED PRICE (Pre-Remedial Record Center) states, “The price proposal should be consistent with the staffing plan and include a narrative on the proposed hours and labor categories comprising the fixed price for the Pre-Remedial Records Center.” Further, the PWS states, “Of the four records centers, the Pre-Remedial Records Center has unique and limited staffing needs. While holding approximately 600 shelves with 3,600 site files, these records have been captured electronically and therefore most circulation is handled in the Superfund Enterprise Management System – Records Management (SEMS-RM). However, access to hard copy files shall be provided on a limited basis. There are on average 10 reviews of hard copy site files, 6 updates to current site 2 files and 7 new site files opened per month. The Pre-Remedial site files consist of an average of 8 documents and 600 pages per site (see Section IV.B.1 for more information regarding access to the center).” Can the Government provide clarification on the following?

25a: How is the requirement currently being fulfilled?

**25a Answer:** Currently, there are two contractor personnel working in the Pre-Remedial Record Center. However, the current staffing for this Center may or may not be utilized to staff the new contract.

25b: How many full-time employees currently support the Pre-Remedial Record Center?

**25b Answer:** One full-time employee currently supports the Pre-Remedial Record Center.

25c: Will the positions in the Pre-Remedial Record Center be SCA or non-exempt, hourly?

**25c Answer:** The positions in this Center are covered under the Service Contract Labor Standards (formerly known as the Service Contract Act of 1965).

25d: Are the ODCs in Attachment 4 inclusive of ODCs that may be required at the Pre-Remedial Record Center?

**25d Answer:** Yes, the Other Direct Costs (ODCs) that may be required for the Pre-Remedial Record Center are inclusive in the ODCs CLINs in the Price Schedule.

25e: Are pre-remedial files in SEMS-RM requested through the day-to-day function in (C) of the PWS and not required as part of the Pre-Remedial Record Center?

**25e Answer:** The average monthly number of activities that take place in the Pre-Remedial Record Center are provided in Section III. D of the PWS and may include some of the day to day functions identified in Section IV.C of the PWS. All day to day functions listed under Section IV.C of the PWS also take place in the other Records Centers.

- 25f: The PWS states, “EPA access to the hard copy documents in the Pre-Remedial Records Center shall be on demand between the hours of 9:00 am and 4:00 pm.” Please define “on-demand”.

**25f Answer:** Pre-Remedial hard copy documents reside in a file room that is maintained by the Record Center contractor. When authorized EPA staff requests access to the files during the hours provided in the PWS, they shall be granted access to the files as soon as possible. The contractor shall establish procedures as to the most effective and efficient way for these requests to be made and fulfilled.

26. Page 4, FIXED LABOR RATES, shows that a Document Conversion Clerk is equivalent to a General Clerk I; however, Attachment 4, price schedule, shows both a Document Conversion Clerk and a Document Conversion Clerk I. Does the Government intend that both a Document Conversion Clerk and a Document Conversion Clerk I is a General Clerk I? Please clarify.

**Answer:** There is no distinction between the Document Conversion Clerk and Document Conversion Clerk I. The “I” has been removed from CLINs 0008, 1008, 2008, 3008, and 4008 in the Price Schedule. Please see revised Price Schedule.

27. Page 4, FIXED LABOR RATES, shows that a Document Conversion Clerk is equivalent to a General Clerk I. Upon reviewing the Wage Determination, it was determined that position has a pay rate of \$14.82 in both New York and New Jersey. Is the Government currently utilizing staff in this position, as the pay rate is extremely low, especially for the region, and will provide a challenge in obtaining a skilled work force to perform the work.

**Answer:** The Government is currently utilizing staff in these positions to perform the functions identified in Section VI, Staff Descriptions, of the PWS.

28. The price schedule, Attachment 4, shows that only a single Project Manager will be utilized. Section VI of the Performance Work Statement outlines the requirements for the positions, which include the Project Manager having a designee when not at one of the work locations. The SCA positions do not include management, as management is not considered a SCA position. One cannot ask a SCA position to work outside of their designated job description. Will the Government consider adding a Labor Category of Assistant Project Manager to ensure the Offeror can provide a skilled and balanced work force to meet the requirements and provide for an alternate Project Manager, in the absence of the Project Manager?

**Answer:** Section VI of the PWS states “The Project Manager shall designate of point of contract in his/her absence from each physical location. This is not a requirement to identify a designee to perform the duties of the Project Manager in his/her absence. All management responsibilities reside with the Project Manager. Offerors may propose a staffing plan that they believe will provide a skilled and balanced work force to meet the requirements of the PWS. The Government will evaluate offerors’ staffing plan in accordance with FAR 52.212-2.

29. Page 3 of the solicitation, “the Price Proposal shall be submitted in EXCEL...”; however, on



page 4, it states that the Price Proposal shall, "...include a narrative on the proposed hours and labor categories comprising the fixed price for the Pre-Remedial Records Center". Please clarify if both a Microsoft Word file, for the narrative, as well as a Microsoft Excel file (using Attachment 4) will be acceptable to the Government.

**Answer:** See answer to Question 1.

30. What is the current staffing plan or FTE for Pre-Remedial Records Center?

**Answer:** See answers to Question 25a and 25b.

31. What is the current staffing plan or FTEs for each of the four Records Centers? Since the staffing needs for the NJ site is limited (as most access of records is via SEMS-RM), is the staff required to be there full-time or can they have staff surge from the other 3 records centers as needed there?

**Answer:** The current staffing is 16, which consists of 1 Project Manager, 3 New York Librarians, 7 New York Librarian Technicians, 2 New York Document Conversion Clerks, 2 New Jersey Librarian Technicians, and 1 New Jersey Document Conversion Clerk. Currently, there are 3 permanent staff located in Edison, NJ. Staff surge can be provided for and from any of the file rooms as needed.

32. Can the Government provide clarification for the following questions regarding the level of travel anticipated in this contract:

**Answer:** The Other Direct Costs section of the Instructions to Offerors has been updated to remove "travel and subsistence." Additionally, EPA-B-31-101 Other Direct Costs, has been incorporated in full text to the solicitation (see attachment entitled, "Updated Instructions, Clauses, and Provisions").

32a. Will there be travel between the NY and NJ records centers?

**32a Answer:** Travel between the New York and New Jersey record centers are done mainly by the Project Manager. The PWS requires the Project Manager to routinely visit the non-primary office location. Under the current contract, routine visits are at least once per month (see Section VI of the PWS).

32b. Are there other types of travel expected (for training or conferences, for example)?

**32b Answer:** No.

33. On page 8 (of 16) in the PWS, it states: Region 2 ERRD has begun an effort to process all newly created / received documents into SEMS-RM as the document is finalized or received. Will legacy files be scanned into SEMS-RM, as well as newly created/received documents?



**Answer:** Yes. The legacy files to be scanned will be identified by the Region 2 EPA Superfund Records Manager.

34. On page 12 of 16, it states that the contractor shall be responsible for pick-up and delivery of documents when necessary.

34a. Will the contractor use EPA vehicles to do the pick-up and deliveries?

**34a Answer:** Pick-up and delivery of documents are limited to within the EPA Region 2 offices. The contractor will not be required to perform these duties in a situation where a vehicle is necessary.

34b. Will travel expenses be reimbursable or should they be factored into the FFP? If factored into the FFP, what is the average amount of trips and the distances involved?

**34b Answer:** There are no travel expenses associated with this contract. On the days that the Project Manager is routinely visiting his/her non-primary office location, the travel is considered commuting and is not a reimbursable expense under the resulting contract.

35. The PWS specifies educational and years of performance requirements for the PM. Does the Government specify any educational or years of experience requirements for the remaining labor categories?

**Answer:** See answer to Question 16.

36. The RFP States: "The Technical Proposal shall be submitted in MS Word, and the Price Proposal shall be submitted in EXCEL." However, the RFP is also requesting to include a narrative, representations and certifications, OCOI Certification and Information Regarding Responsibility Matters as part of the Price Proposal. Please confirm that it is allowable to submit a MS Word file along with the Excel file as part of the Price Proposal.

**Answer:** See answer to Question 1.

37. Please confirm that the only evaluated portions of Technical Factor 1: Management Approach are: Staffing Plan, Project Manager, and Corporate Experience, and that the Government is NOT expecting the Offerors to describe their overall Management Approach to executing all of the PWS requirements.

**Answer:** That is correct.

38. Does Region 2 use any additional systems that are not included in the PWS to perform the work? Does Region 2 anticipate support to these systems in terms of operation and maintenance, as a component of the workflow, etc.?

**Answer:** Some legacy database and spreadsheets will need to be referenced from time to time in order to complete some extensive search requests. Almost all of these are Microsoft Office products and/or standard office applications.

39. Current proposal due date is May 30, which is a Federal Government Holiday – Memorial Day. Please confirm that the Government will be available to email Offerors confirmation of proposal receipt on that day.

**Answer:** See answer to Question 4.

40. Is this requirement covered under the SCA?

**Answer:** The Project Manager is not an employee covered under the Service Contract Labor Standards (formerly known as the Service Contract Act of 1965). However, the Librarian, Library Technician, and Document Conversion Clerk (General Clerk I) are service employees covered under the Service Contract Labor Standards.

41. Does the potential bidder need to have a specific contract vehicle for the government to utilize?

**Answer:** No.

42. Is there a set page limit to complete for the technical response?

**Answer:** No. However, please see the Technical Proposal Instructions section for further information.